

Exhibit 6365, SEMS, ICS, AND AGENCY REPRESENTATIVE (6200)

(May 2003)



CALIFORNIA DEPARTMENT OF CORRECTION

SEMS, ICS, and AGENCY REPRESENTATIVE

AUTHORITY: As a result of the 1991 East Bay Hills Fire in Oakland, Senate Bill 1841 was passed by the legislature and made effective January 1, 1993. The law is found in Section 8607 of the Government Code. The intent of this law, is to improve the coordination of state and local emergency response in California.

The statute directed the Governor's Office of Emergency Services (OES), in coordination with other state agencies and interested local emergency management agencies, to establish by regulation the Standardized Emergency Management System (SEMS). The SEMS Regulations took effect in September of 1994.

PURPOSE AND SCOPE: The basic framework of SEMS incorporates the use of the **INCIDENT COMMAND SYSTEM (ICS)** (developed under the Fire Fighting Resources of California Organized for Potential Emergencies (FIRESCOPE) Program,) multi-agency or inter-agency coordination, the State's master mutual aid agreement and mutual aid program, the operational area concept and the Operation Area Satellite Information System (OASIS).

SEMS provides for a five level emergency response organization, activated as needed, to provide an effective response to multi-agency and multijurisdiction emergencies. The five organizational levels in SEMS are: Field, Local Government, Operational Area, Region, and State. The use of SEMS facilitates:

- The flow of emergency information and resources within and between involved agencies at all SEMS organizational levels.
- The process of coordination between responding agencies.
- The rapid mobilization, deployment, use and tracking of resources.

BY LAW, STATE AGENCIES MUST USE SEMS WHEN RESPONDING TO EMERGENCIES INVOLVING MULTIPLE JURISDICTIONS OF MULTIPLE AGENCIES.

"Refer SEMS Introductory Course, California Specialized Training Institute, The Governor's Office of Emergency Services."

AGENCY REPRESENTATIVE: An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters effecting that agencies participation at the incident. Agency Representatives report to the Liaison Officer, if that position has been fill. If there is no Liaison Officer, Agency Representatives report to the Incident Commander. There will be only one (1) Agency Representative from each agency assigned to the incident.

- Check in at the Incident Command Post. Complete ICS 211(check in list). Ensure that all agency resources have completed check-in.
- Obtain briefing from Liaison Officer or Incident Commander.
- Establish working location. Advise agency personnel on the incident that the Agency Representative position has been filled
- Attend planning meeting as required.
- Provide input on use of agency resources if no resource use advisors are assigned.
- Cooperate fully with Incident Commander and General Staff on agencies involvement at the incident.
- Oversee the well-being and safety of agency personnel assigned to incident.
- Advise Liaison Officer of any special agency needs or requirements.
- Determine if any special reports or documents are required.
- Report to agency dispatch or headquarters on prearranged schedule.
(Departmental Facility Captain)
- Ensure that all agency personnel and/or equipment is properly accounted for and released prior to your departure.
- Ensure that all required agency forms, reports and documents are completed prior to your departure from the incident
- Have debriefing session with Liaison Officer/Incident Commander prior to departure.

“Authority Field Operations Guide ICS 420-1”

THE ABOVE LIST DOES NOT DELINEATE ANY OTHER RESPONSIBILITIES THAT YOU MAY HAVE IN REPRESENTING YOUR INSTITUTION OR THE CALIFORNIA DEPARTMENT OF CORRECTIONS.

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